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# Consultant is Not a Four Letter Word

Tim Ramerth, PE

# Tim Ramerth, PE

- PE with 18 years of experience in both the public and private sectors
- 7.5 of those years with SWCD's
- Personal experience with SWCD Constraints



# Why Consultants

- Limitations with staff, time, budgets, etc. will hinder the design, oversight and administration processes of projects
- Specialized technical staff (multi-facet)
- Resources available to meet tough deadlines
- Intrigued by challenges
- Manage projects from start to finish



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# Why Consultants

- Specializing in contracts and contract administration
- Exposure to liability transferred to consultants



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# Procurement Procedures

- 4 “R’s” – Quality, Quantity, Price & Time
- Procedure will depend on timing
- Procedure will depend on fee total
- Procedure will depend on personal preferences



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# Request for Qualifications (RFQ)

- Initiate request to solicit vendor information to generate a poll of prospects
- Process does not initially include pricing
- Establishes interview list
- Starts negotiation process or limits list of RFP participants



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# Request for Proposals (RFP)

- A competitive process that encourages best pricing options
- Requires specificity in deliverables, action items and timeframes
- Allows for a wide distribution and response
- Expected to follow a structured evaluation and selection procedure
- Generally includes pricing



# Hybrid RFQ/RFP

- Combination of the two processes
- Varies quite a bit depending on author
- Incorporates qualifications, pricing and interview process for selection criteria



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# Important Key Issues

- Clearly articulate the scope of work
- Clearly articulate the expected deliverables, outcomes and timelines
- Clearly identify the information that needs to be provided in a proposal format
- Explain the selection criteria
- Potentially provide a format for pricing
- Q/A - one point of contact



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# Examples

- Wetland delineation request
- Cemetery base map request
- Feasibility report for development



# Middle Spunk Lake

- Proposal request is more of a hybrid
- Proposal does a nice job of laying out criteria
  - Provides information on the submittal criteria
  - Provides one point of contact for questions (may want to give dates for questions and feedback)
  - Provides general background information on project



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# Middle Spunk Lake

- Provides guidance on the selection process
- Provides for a detailed scope of work
- A complete RFP process will provide a tighter range of fees
- Project has been coming in on budget

